**SMART Board Basics**

1. **How do I connect my computer to a SMART Board?**
   1. Your IT/Tech person will need to install SMART Board Tools on your computer. It is required in order for your computer to “talk” to the SMART Board.
   2. Hook your computer to the LCD projector and to the SMART Board through the proper cables. If the SMART Board is connected correctly, a green light will appear on the side of the SMART Board.
   3. Launch the SMART Board Tools application.
   4. Orient (align) the SMART Board (with a portable SMART board, you might need to do this several times during a lesson). To orient:
      1. Click on the Control Panel in the SMART Board Tools bar.
      2. Click on Open>Orient
      3. Tap the center of each crosshair to complete the re-alignment.
      4. **Tip: You can orient the SMART Board by 4 points, 9 points, 12 points, or 20 points. Go to the Tools application>Open>Control Panel>SMART Hardware Settings (on the left hand side).**
      5. **Find the pull down menu, which currently reads “Pen and Button Settings”, click on it, and scroll down to “Orientation/Alignment Settings”.**
      6. **Choose the point that you would like and click OK.**
      7. **Tip: You can also orient the board by clicking both buttons on the board.**
2. **How do I clean the SMART Board?**
   1. Use a damp cloth. Never spray anything directly onto the SMART Board. Spray the cleaning solution (such as windex, whiteboard cleaner) onto the cloth and then use the cloth to wipe the board.
3. **How do I write on the SMART Board and how do I erase?**
   1. Click on the Notebook button.
   2. Pick up the pen of the color that you wish to use from the pen tray and begin to write on the board.
   3. To write in a different color, place the pen that you are currently using back on its proper slot on the pen tray before picking up the next marker.
   4. To erase writing on the SMART Board, place the pen that you are currently using back on its proper slot before using the eraser.
   5. **Tip: If you want to erase a large amount, take the eraser, circle around the portion you would like to erase, and tap it in the middle.**
   6. **Tip: You can pick up a pen, but use your fingers to write.**
   7. **Tip: You can use the erase tool to reveal an answer on your SMART Board by performing the following steps:**
      1. Write a word on the screen.
      2. Turn the pen color to white.
      3. Color over the word so it disappears.
      4. Then use the eraser to reveal the word.
   8. **Pens: Uses in the classroom:**
      1. Handwriting
      2. Have students write rhythms.
      3. Practice writing the alphabet.
      4. Have students write responses to questions.
      5. Have students write their names, clap the rhythm, and then write the rhythm.
4. **How do I get rid of that yellow post it note that appears occasionally?** *(I found this solution for MACs)*
   1. **MAC:**
      1. Select the Apple menu, and then select **System Preferences**. The *System Preferences* window appears.
      2. Click the **Ink** icon. The *Ink* dialog box appears. *Note: The appearance of the dialog box and the wording of the options vary between different operating systems.*
      3. If your computer uses Mac OS X operating system software 10.3.9, clear the **Allow me to write anywhere** option.

If your computer uses Mac OS X operating system software 10.4.x or 10.5.x, clear the **Allow me to Ink in any application** option.

Restart the computer.

1. **What do all items on the toolbar at the top of the screen do?**

**Picture 1.png**

**Picture 2.png -** Advances to the next slide in the series or moves back to the previous slide.

Picture 3.png - Adds a new slide to the file.

Picture 4.png - Opens a SMART Notebook file saved on your computer.

Picture 5.png - Saves the file onto your computer.

Picture 6.png - Pastes whatever you just copied (image, text, etc) onto the Notebook slide.

Picture 7.png - Undo and redo an action.

Picture 8.png - Delete an item in the Notebook file.

Picture 9.png - SMART Recorder-allows you to record your current Notebook file and turn it into a movie.

Picture 10.png - Show/Hide screen shade.

Picture 11.png - Full screen lets your file project onto the entire screen.

Picture 12.png - Dual page display, which assists you in displaying two pages in your file at once.

Picture 13.png - Screen capture tool so you can capture and save items, pictures, text, etc from anywhere on your computer and place them in your Notebook file.

Picture 14.png - This tool activates the document camera, such as an ELMO, so you can project music, books, worksheets, etc onto the SMART Board.

Picture 15.png - Insert a table into your file.

Picture 16.png - These two icons have to do with the SMART Board assessment software and hardware that we will explore on Tuesday evening.

Picture 5.pngPicture 17.png - The select tool is used often, especially when you are switching between specialized pens and shapes.

Picture 18.png - The pens tool allows you to change the colors and line styles of the pens. If you need more choices that what the initial screen gives you, click on the properties button to the right of the screen and choose “Line Styles” to select more options.

**Picture 4.png** - The magic pen tool will make whatever you write disappear after 10 seconds. However, if you draw a complete shape (i.e. a closed circle or square) with the magic pen, then it will turn the circle into a spotlight and the square into a magnifying glass that you can move around the screen to magnify items on the screen.

Picture 19.png - The creative pen tool allows you to change your pens so that they draw smiley faces, stars, flowers, and more.

Picture 20.png - The erase tool will activate when you put down a pen and pick up the eraser. **Tip: If you want to erase a large amount, take the eraser, circle around the portion you would like to erase, and tap it in the middle.**

Picture 5.pngPicture 21.png - The lines tool helps you to create a variety of lines. If you need more choices that what the initial screen gives you, click on the properties button to the right of the screen and choose “Line Styles” to select more options. **Tip: This tool assists you when making a staff that is less than five lines. I.e. a staff for sol, mi, and la.**

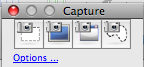
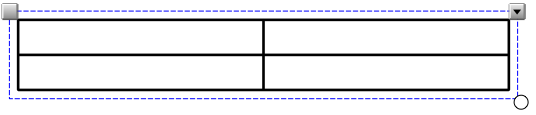
Picture 5.pngPicture 22.png - The shapes tool makes it easy for you and your students to draw shapes. If you need more choices that what the initial screen gives you, click on the properties button to the right of the screen and choose “Line Styles” to select more options.

Picture 5.pngPicture 23.png - The Shape Recognition Pen lets you draw a shape on the screen and then interprets and cleans up the shape that you drew. If you need more choices that what the initial screen gives you, click on the properties button to the right of the screen and choose “Line Styles” to select more options.

Picture 24.png - The fill tool will allow you to fill in any shape with color. **Tip: If you want to change the background color of your screen go to Format>Background Color.**

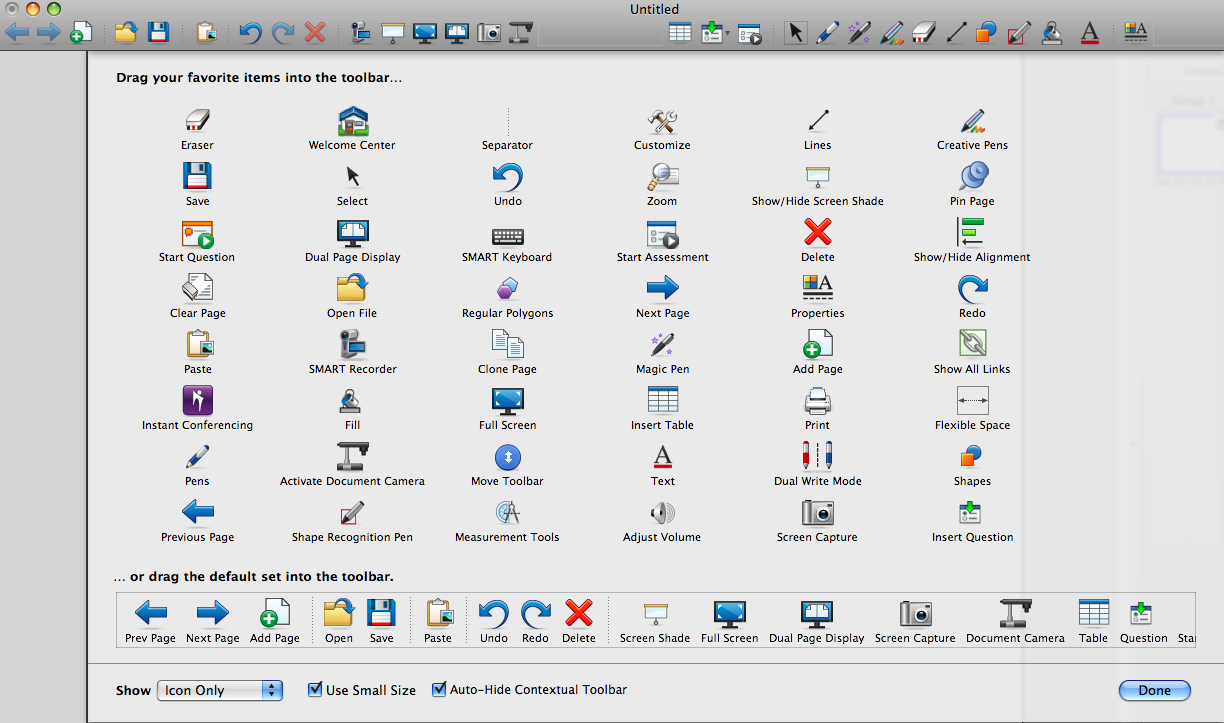
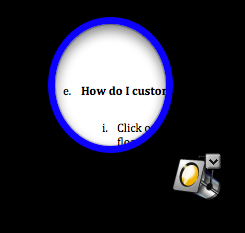
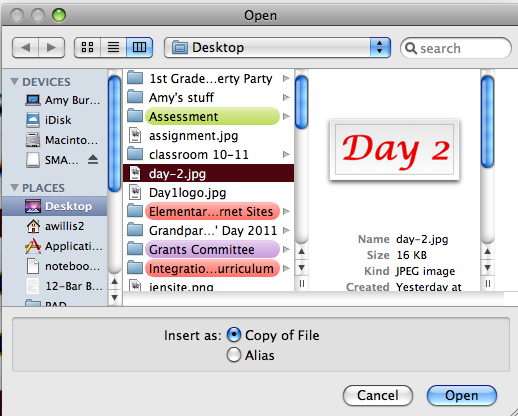
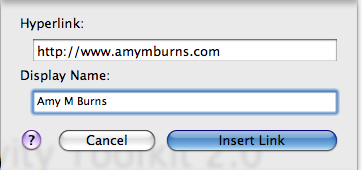
Picture 25.png - The text tool allows you to type text onto the screen. If you need more choices that what the initial screen gives you, click on the properties button to the right of the screen and choose “Line Styles” to select more options.

Picture 5.pngPicture 26.png - The properties tool can be accessed from this tool bar or the side bar and gives you the options mentioned above.

1. **How do I move around the pages?**
   1. Click on the Page Sorter (**Picture 10.png**), then click and the drag the page that you would like to move to its new place.
2. **How do I customize my pen? How do I make a shape?**
   1. Click and hold down one of the pens on the toolbar.
   2. Picture 5.pngScroll down to the customized pen that you would like to use.
   3. To make a shape, click and hold down the shapes on the toolbar.
   4. Scroll down to the shape that you would like to use.
   5. The cursor now turns into a plus sign and is ready to make a shape.
   6. **Tip: Green circle = Rotate, Clear circle = Stretch**
   7. **Tip: If pens are missing from the board, place something in the pen trays over the sensors and then remove the object from whichever pen (or eraser) you wish to use and write with your finger on the board.**
   8. **Customized pens and shapes: Uses in the classroom:**
      1. Create shapes for grouping purposes.
      2. Use the customized pens to perform writing activities.
3. **How do I turn my writing into text?**
   1. Write a word on the SMART Board and put the pen back in the holder.
   2. Click on the word and a box with a gray arrow will appear.
   3. **One time only:** Click on the arrow and scroll down to “Handwriting Recognition.” This will turn on the handwriting recognition once you press “Yes, open ink preferences.”
   4. Now click on the gray box again and you will see the options for how SMART Board interprets your handwriting.
   5. **Tip: For text recognition, write horizontally, do not write at a slant.**
   6. **Tip: For text recognition, if the letter has a loop, close the loop or it will not recognize the character correctly.**
4. **What are some ways I can utilize the show/hide screen? Picture 10.png**
   1. You can use it to show lyrics one line at a time.
   2. You can quiz students on what the next line of a lyric will be or quiz them on what the next stanza or staff of music will be.
5. **What are some ways I can utilize the dual page display? Picture 12.png**
   1. This tools assists you with items that need to be displayed together, whether they are two pages of music, or two pictures, or two pages of lyrics, etc, that would benefit from being displayed together instead of being displayed on two separate slides.
6. **How do I use the screen capture tool? Picture 13.png**
   1. When you click on the screen capture tool icon, a menu that looks like this will appear: ****
   2. **Area Capture:** When you click on this icon (Picture 28.png), a little camera will appear. You click and drag the camera over the area that you would like to capture from anywhere on your computer. That area will now appear on the next slide.
   3. **Full Screen Capture:** When you click on this icon (Picture 30.png), the entire computer screen will be captured and placed on the next slide.
   4. **Window Capture:** When you click on this icon (Picture 32.png), it captures the last item you captured with the screen capture tools and places it on the next slide.
   5. **Freehand Capture:** When you click on this icon (Picture 31.png), a little camera will appear on the screen and you can click and drag it over any object from anywhere on your computer that you would like to capture that would not fit into the square shape that the area capture tool gives you. That freehand item will now appear on the next slide.
7. **How do I add a chart?**
   1. Click on the chart icon: Picture 1.png
   2. You will see this box which will let you choose how you would like to set up your table: ****
   3. Once you made the table, you can resize it using the tool:

**Tip: You can add a shade to each cell by clicking the arrow and scrolling down to “Add Table Shade.”**

* 1. **How do I insert a row or column to the table?**
     1. In the table, highlight the row by clicking and dragging over the row.
     2. Then, you control click (MAC) or right click (PC) and scroll down to “Insert Row”.
     3. A row will now appear.
     4. Do the same for a column, but just highlight the column.
     5. You can also delete a column or row this way too.

1. **How do I customize my toolbar?**
   1. Click “View” and scroll down to “Customize Toolbar…”
   2. This screen will now appear and you can click and drag the tools you would like to appear on your toolbar.
   3. 
   4. Click “Done”
2. **What is the floating toolbar?**
   1. The floating toolbar is just that. It stays on your screen and floats from one application to another.
   2. It looks like this:
   3. Picture 2.png
   4. When you click on this tab, a variety of tools that you have set up to appear, will be accessible for you to use with any application.
   5. **How do I customize my floating toolbar?**
      1. Click on this icon (Picture 3.png) and add or remove the items to the floating toolbar.
   6. **What does the spotlight do?** Picture 4.png
      1. The spotlight darkens the background and turns into a spotlight so you can move it around the screen.
      2. To quit the spotlight, press the down arrow and scroll down to “Quit”. 
      3. You can change the size and shape of the spotlight.
   7. **What does the magnifying glass do?** Picture 5.png
      1. The magnifying glass magnifies any text, object, photo, etc on the screen.
   8. **What does the highlighter do?** Picture 6.png
      1. The highlighter will highlight anything on the screen in any application.
      2. Once you highlight an item such as text in Microsoft Word, you can save this as a notebook file by clicking on “Saving Ink” when the menu appears.
   9. **How do I turn off the floating toolbar?**
      1. Click on the SMART Board Tools icon.
      2. Go to the “Open” menu at the top of the screen and scroll down to “Hide Floating Tools”.
3. **What are “Groups”? Picture 8.png**
   1. Groups, which is found at the top right hand corner, assists you in making one file and grouping it per class. For example, I have three first grade classes. With this function, I can make one file for all three classes instead of three separate files.
4. **What does this icon Picture 9.png do?**
   1. It moves the “Page Sorter, Gallery, Attachments, Properties, and SMART Response” from one screen to another.
5. **What does this icon Picture 23.png do?**
   1. It moves the toolbar from the top of the screen to the bottom of the screen, and vice versa.
6. **I really like the slide I just made. How do I clone it?**
   1. Click on Page Sorter on the right side of the screen, click on the slide that you would like to clone, click on the gray arrow, and scroll down to Clone Page.
7. **I would like to group two pictures or more together. How do I do that?**
   1. Click and drag over the two or more pictures that you would like to group.
   2. Click on one of the gray arrows and scroll down to grouping>group.
   3. These pictures are now grouped into one and you can move them together.
8. **How do I make sure that one picture is in front of the other picture (Ordering or some call layering)?**
   1. Click on the picture that you would like in the front.
   2. Click on the gray arrow.
   3. Scroll down to Order>Bring to Front.
9. **How do I lock a picture so that it does not move?**
   1. Click on the picture that you would like to lock into place.
   2. Click on the gray arrow.
   3. Scroll down to Locking>Lock in Place.
10. **How do I infinitely clone a picture?**
    1. Click on the picture, then the gray arrow, and then click on “Infinite Cloner.”
11. **How do I insert a picture?**
    1. You can click on the picture from a website, copy it, and paste it onto the SMART Board screen.
    2. Or you can click on the insert menu at the top of the screen, scroll down to “Picture File…”, find the file to insert, and click open. The file will now appear on the SMART Board screen.
    3. **You can also:**
       1. Click on the Attachments button (**Picture 5.png**), then click on the “Insert File” button at the bottom of the screen (Picture 6.png), highlight the file that you want and click return. ****
       2. The file is now in your Attachments that you can click and drag onto the page.
    4. **Picture: Uses in the classroom:**
       1. Take a picture of your student’s favorite book and insert them into pages of SMART Board.
       2. Scan music into SMART Board.
       3. Scan lyrics or poems into SMART Board and leave out words so that your students can fill them in.
12. **How do I insert a sound file?**
    1. The file must be an .mp3 file.
    2. Click and drag the file to the screen.
    3. Or, use the insert menu as you did with the picture file.
    4. **Sound: Uses in the classroom:**
       1. With a decent pair of speakers, the possibilities are endless.
13. **How do I insert a link?**
    1. You can link to text boxes and pictures by clicking on the item.
    2. Then, go to Insert>Link
    3. Type in the website you are linking the item.
    4. Click Insert Link
    5. **You can also:**
       1. Click on the Attachments button (**Picture 5.png**), then click on the “insert hyperlink” button at the bottom of the screen (**Picture 7.png**), type in the hyperlink and the display name and click return. ****
       2. There is now a URL link in your Attachments that you can click and drag onto the page.
14. **What other ways can I save my file?**
    1. Click File>Export
    2. >Web page
    3. >Image files (such as .jpg and .tiff files)
    4. >PDF
    5. **Export: Uses in the classroom:**
       1. Saving as image files or pdf files allows you to email your students’ works to their parents.
       2. Saving as image files or pdf files allows you to post it on your website, blog, or wikispace.
       3. Saving as a web page allows you to create a new page to your existing web page.
15. **Can I use a website on the SMART Board?**
    1. Yes. Any website can be projected on the SMART Board and used as a teaching tool.
16. **Can I use a software application on the SMART Board?**
    1. Yes. Any software application can be projected on the SMART Board and used as a teaching tool.
    2. **Tips for Powerpoint:**
       1. Tap twice to go forward in a slide-show presentation
       2. Tap once and then tap to the left to go back in a slide-show presentation.
17. **Can two or more people work at the same time on the SMART Board?**
    1. If you have the Smart Board D600 Series, you can go to this website to learn how your SMART Board can successfully do this: [**http://onlinehelp.smarttech.com/english/windows/help/notebook/10\_0\_0/EnablingTwoPeople800.htm**](http://onlinehelp.smarttech.com/english/windows/help/notebook/10_0_0/EnablingTwoPeople800.htm)
18. **Do I have to create everything from scratch?**
    1. No! Perform a google search and you will find numerous SMART Board notebook files that teachers have created so you can download, adapt, and use in your classroom. Here are three excellent music sites:
       1. [**http://mustech.pbwiki.com/**](http://mustech.pbwiki.com/)
       2. [**http://resources.mrsfriedmanmusic.com/**](http://resources.mrsfriedmanmusic.com/)
       3. [**http://www.longwood.k12.ny.us/longsmart.html**](http://www.longwood.k12.ny.us/longsmart.html)
       4. [**http://www.murray.k12.ga.us/teacher/kara%20leonard/Smartboard%20Resouces.htm#ACTIV**](http://www.murray.k12.ga.us/teacher/kara%20leonard/Smartboard%20Resouces.htm#ACTIV)
    2. Here is the website setup by smarttech.com:
       1. <http://www.exchange.smarttech.com/index.html#tab=0>
    3. Is there a website to play my notebook files or create notebook files?
       1. Yes: [http://express.smarttech.com/%23#](http://express.smarttech.com/%23)
    4. What about Promethean Board resources?
       1. <http://musictechie.pbworks.com/Promethean-Board>
       2. <http://www.prometheanplanet.com/en/resources/>
    5. What about Mimio resources?
       1. <http://ogdenmimio.wikispaces.com/>
    6. What about Wiiboard resources?
       1. <http://jrsowash.wikispaces.com/Wiiboard>
19. **Do I need to use the actual SMART Board to create a file?**
    1. No. You just need the software installed on your computer to create SMART Board files. However, I recommend that you try a lesson with the SMART Board before you try it with your students.
20. **What is the organization that is technology for music educators?**
    1. **TI:ME:** [**http://www.ti-me.org**](http://www.ti-me.org)

